

# Employee Services Division

Office of Oceanic and  
Atmospheric Research (OAR)

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"Doing the best at this moment puts you in the best place for the next moment."

## IMPORTANT REMINDERS

**01.** Click [here](#) for ePar form

**02.** Monthly HR Liaison Meeting – 1/6/2021 @ 2pm

**03.** Enterprise Services – Helpful [SOPS](#)

## CAPS PERFORMANCE MANAGEMENT

Incentive Award Allocations will be provided in December. RIF Credit Reports can be retrieved in PPS by Pay Pool Managers while the system is temporarily open. FY21 Performance Plans implemented by November 30. Change in submission deadline: PMTS for **FINAL FY20** (deadline was previously November 13) and **IMPLEMENTATION FY21** Performance Plans due in Google Folder by December 30.

## AWARDS

- The Employee of the Month submission deadline is **12/15/20**. Please click this [link](#) to access the nomination form. The purpose of this award is to reward excellence for demonstrated and sustained effort in advancing NOAA's mission. It honors an outstanding employee chosen from among all occupations and grade levels, except members of the Senior Executive Service and Office Directors who are not eligible. We have many accomplished OAR Individuals, so let's show our NOAA colleagues how great our OAR staff members are by submitting nominations to the OAR Awards Team ([oar.awards@noaa.gov](mailto:oar.awards@noaa.gov)).
- The Team Member of the Month submission deadline is **1/8/2021**. Please click this [link](#) to access the nomination form. Please submit all nominations to the OAR Awards Team ([oar.awards@noaa.gov](mailto:oar.awards@noaa.gov)).
- The Outstanding Scientific Paper submission deadline is **2/1/21**. Please click this [link](#) to access the nomination form. The OAR Outstanding Scientific Paper Award was established to recognize scientific publications authored by OAR research employees and affiliates in the areas of Climate, Oceans and Great Lakes, and Weather. The award recognizes authors of scientific publications who demonstrate pre-eminent science that advances NOAA's mission and disseminates results through an independent peer review publication process. If you have any questions please email OAR Awards or Dr. Gerry Coffee at [gerry.coffee@noaa.gov](mailto:gerry.coffee@noaa.gov).

## EMPLOYEE SERVICES DIVISION

**Director – Andrea Arnold**

### Employee Recruitment & Strategy Team

Tim Ash Scott  
Gretchen Church  
Elizabeth Haefeli  
Victor Villones

### Employee Development & Recognition Team

SheRee Lee  
Gerry Coffee  
Keeli Otto  
Antoninette Griffin



## TIME AND ATTENDANCE

*This is a friendly reminder to please have all time/attendance requests entered into WebTA and validate your timecard by 5:00 pm on the 2<sup>nd</sup> Friday of every pay period. Please visit the [HUB Coronavirus](#) info portal for links to additional official guidance from OPM.*

## TRANSIT SUBSIDY

For guidance on using the transit subsidy program during COVID-19, please refer to [this link](#). Individuals who are in maximum telework status should stop recurring payments. Please direct any questions to the OAR Transit Subsidy Coordinator, Keeli Otto, at [keeli.otto@noaa.gov](mailto:keeli.otto@noaa.gov).

## SUPERVISOR CORNER

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Management Skills for New Supervisors (MSNS):

- February 8-12, 2021 and July 26-30, 2021 (Eastern Time)

Registration via the Commerce Learning Center ([CLC](#))

## NEW EMPLOYEE CORNER

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To help new employees and supervisors with the onboarding process, we have developed checklist with important information helpful to getting started in OAR.

[New Employee Information Page](#)

[New Employee Checklist](#)

[Supervisor Checklist](#)

## HELPFUL LINKS

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[OAR HUB](#)

[Enterprise Services](#)

[Commerce Learning Center](#)

[NSDesk Self-Service](#)

[Detail Opportunity Submission Form](#)

[Open OAR Detail Opportunities](#)

## HR OPERATIONS UPDATES

- Pay Period 25 – Leave Category 6 Annual Leave Earnings: Full-time employees in Leave Category 6 and in pay status who normally earn six hours of annual leave for each full pay period will accrue 10 hours of annual leave for PP 25, the last full pay period of calendar year 2020.
- Open Season Ends: Monday, December 14 is the final day of Federal Employees Health Benefits (FEHB) Open Season Enrollment.
- Time & Attendance for Pay Period 26 Reminder: Since pay period 26 is divided between the 2020 and 2021 calendar year, emergency military leave (webTA Transaction Code 68) or non-pay status hours used in pay period 26 will be charged to the 2020 calendar year **unless** a split T&A is received to ensure that these hours are charged to the appropriate calendar year.
- 2020 Thrift Savings Plan (TSP) Contribution Deadline: As a reminder, the elective deferral contribution limit for 2021 remains at \$19,500 (unchanged from 2020). Since pay period 25 ends the 2020 tax year, all TSP contributions for the 2020 tax year must be made by the end of pay period 25 December 19, 2020. All contributions made in pay period 26 will go towards your 2021 TSP savings.
- Thrift Savings Plan's Spillover Method for Catch-Up Contributions: The Federal Retirement Thrift Investment Board (FRTIB), the Agency that administers the Thrift Savings Plan (TSP), will switch to the spillover method for catch-up contributions beginning with the first pay period of tax year 2021 (**effective Pay Period 26, 2020**).
- W-2 Wage and Tax Statement: In January 2021, the 2020 Internal Revenue Service Form W-2, Wage and Tax Statement, will be mailed to all employees. This is a reminder to verify your address prior to the end of the year, using your [Employee Personal Page \(EPP\)](#). You may elect to receive (and print) your W-2 electronically via EPP, and you may also use EPP to import your information into TurboTax or At Home. Please confirm your mailing address in EPP to ensure you receive your W-2.



## OAR LEARNING

*NOAA Supervisor Webinars*

- The Power of Persuasion – 1/28/2021  
<https://attendee.gototraining.com/r/7900471942623121153>
- Performance Improvement Plans (PIPS) – 2/23/2021  
<https://attendee.gototraining.com/r/7539935483690854145>

If you missed any of the webinars, you can find the recordings at the bottom of the [Supervisor Webinars](#) page on the Commerce Learning Center (CLC).

- L·A·N·T·E·R·N opportunities can be advertised 24/7, 365 days a year, so there will be no more waiting for annual or bi-annual cycles! To learn more about the new program, plan to attend an overview and demonstration on Tuesday, January 26, 2021, 2-3:30 pm ET. [Registration Link](#)
- Develop your consulting skills to provide the highest level of customer service at NOAA. This collection of six courses includes a 4-step consulting model and tools you can use to provide a consultative approach to customer service delivery, for both internal and external customers. These courses are collected into a "curriculum"; to locate the curriculum on the [CLC](#), search for *Consulting Model*, and then click on *Open Curriculum*. In sequence, click the *Launch* button for each course.